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RECORDS MANAGEMENT DIVISION

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24 May 1956

MEMORANDUM FOR: Chief, Management Staff
FROM : Chief, O&M Staff (DD/P Area)
SUBJECT : DD/P Area Weekly Report for Period 17 May 1956
Through 23 May 1956

I. Accomplishment

1. T/O Proposals Processed - Four (4) T/O proposals totalling thirty (30) position actions.

2. MS-825 - NEA T/O (MS Project 6-35) - Management recommendations regarding organizational improvements presented to and concurred in by NEA Division were incorporated in a revised T/O proposal listing. Coordination with PED, Office of Personnel and the Office of the Comptroller was completed 23 May 1956.

3. MS-840 - SE T/O - Coordination with and securing of comments from the PED, Office of Personnel and the Office of the Comptroller completed. Management recommendations for organizational improvement were presented to the SE Division on 22 May 1956.

4. Pouch Service Transit Delays (Follow-up) - A memorandum was prepared for the Chief, Management Staff with copy for Chief, RI indicating the effect of the replacement of Navy flights (in the U.S.) by commercial flights on flight schedules and pouch pickups.

5. MS-6-33 - Vacuum Tube System - In collaboration with this staff, four (4) Senior Staffs began implementation of a data collection on documents individually hand-carried throughout the DD/P area for expeditious treatment and/or coordination.

✓ 6. MS-6-42 - Simplified System for Computing and Affecting Distribution of CS Information Reports - Completed preliminary exploration of issues and objectives pertinent to isolating and defining the problem involved.

7. MS-854 - WH T/O - Charting of functions and workload of Mail Room completed. Nature of the workload, location of backlogs, and suggestions for staggered work week together with elimination of overtime were presented to the Administrative Officer, WH Division.

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Subsequent discussion with the Chief, WH Division, resulted in an expression of appreciation and agreement with these findings.

8. SE/SA Procedures and Policies - Draft completed and is being coordinated with interested offices. Concurrences 2/3 completed.

II. Work in Process

Four (4) major division T/O proposals involving approximately position actions; and ten (10) Management projects.

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